

CITY OF MILPITAS
Effective: June 1985
Revision: June 2001
 Sept. 2003
EEOC: Professional
Unit: Mid-Mgmt/
 Confidential
FLSA: Exempt
Physical: 1

SENIOR ACCOUNTANT

DEFINITION

To supervise accounting functions of the Finance Division; to perform advanced level accounting duties; and to participate in budgeting and other technical finance work.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional accounting series. The Senior Accountant class is distinguished from the Accountant in that responsibility is assumed for the supervision of the accounting functions of the Finance Department. Positions within this class perform the more advanced level accounting duties and technical finance activities within the section.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Accounting Services Manager.

Exercises direct supervision over professional and technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- ◆ Assist in the development and implementation of goals, policies, and priorities relating to the City's accounting activities.
- ◆ Plan, assign, schedule, and review the work of subordinates.
- ◆ Directly oversee the preparation and processing of accounts payable, accounts receivable, benefit payment processing, payroll, CIP accounting, grant accounting, and private job accounting.
- ◆ Set-up and oversee the maintenance of journals, ledgers and supporting financial records; maintain the General Ledger.
- ◆ Review and authorize all journal entries recorded in the accounting system.

- ◆ Develop and administer accounting and budget central systems as necessary to comply with accounting procedures, laws, ordinances and other regulations.
- ◆ Assist in the maintenance of the financial system.
- ◆ Review, develop and modify accounting methods to improve existing procedures, insure conformity to policy, and increase effectiveness.
- ◆ Supervise, train and evaluate accounting personnel.
- ◆ Prepare records for audit and assist auditors.
- ◆ Reconcile finance records to treasury records as appropriate.
- ◆ Direct and participate in the preparation of financial, expenditure, and tax reports.
- ◆ Provide advice and counsel to management and other employees in accounting matters.
- ◆ Review, recommend, and implement improvements to accounting, budgeting and reporting procedures.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Principles and practices of general and municipal government accounting and auditing.
- ◆ Principles and practices of budgeting.
- ◆ Principles of supervision, training and evaluation.
- ◆ Laws regulating public finance and fiscal operations.
- ◆ Modern office practices, procedures, methods and equipment.

Ability to:

- ◆ Analyze and interpret financial and accounting records.
- ◆ Prepare complex financial statements, reports and analyses.
- ◆ Design and install new and improved financial systems.

- ◆ Plan, assign and supervise the work of subordinates.
- ◆ Establish and maintain effective work relationships with others.
- ◆ Communicate effectively, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in accounting, including experience in governmental accounting. Including one year of supervisory experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field.

Approved by:

City Manager

Date: